























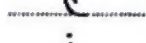







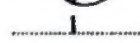






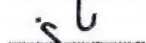

















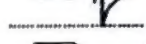






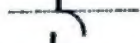




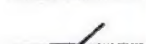
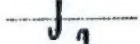
















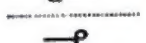




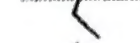







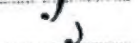



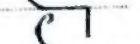



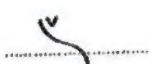




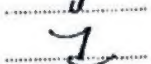


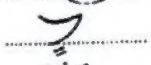
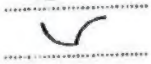



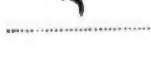

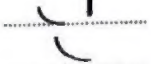

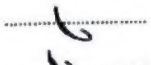
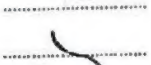
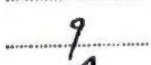
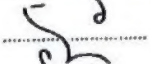
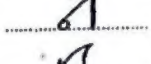
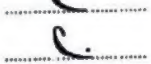
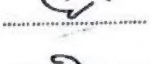
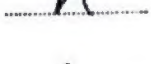

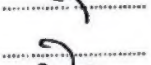
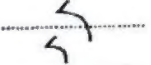

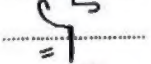

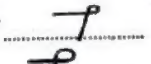
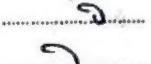


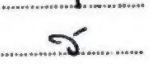
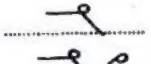

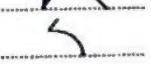
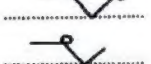
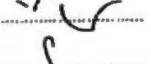

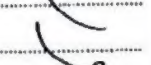




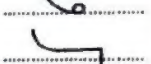

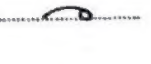

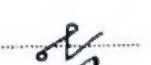


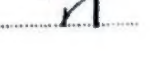
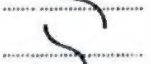


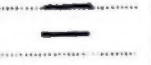

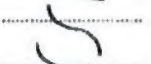


























LIST OF 700 COMMON SHORTHAND OUTLINES ARRANGED IN ALPHABETICAL ORDER

THESE OUTLINES REPRESENT APPROXIMATELY 68 PER CENT OF THE
WORDS CONTAINED IN ORDINARY ENGLISH MATTER*

A } AN }		AMOUNT		BAD	
ABLE		AN (See A)		BALANCE	
ABOUT		AND		BANK	
ABOVE		ANIMAL		BASE	
ACCORDING		ANNOUNCE		BE	
ACCOUNT		ANOTHER		BEAUTIFUL	
ACROSS		ANSWER		BECAUSE	
ACT		ANY } IN }		BECOME	
ADD		APPEAR		BED	
ADVANTAGE		APRIL		BEFORE	
ADVERTISE		ARE		BEGIN	
ADVERTISED		ARM		BEHIND	
ADVERTISE- MENT		ART		BELIEF } BELIEVE } BELIEVED }	
AFTER		AS } HAS }		BEST	
AFTERNOON		ASK		BETTER	
AGAIN		AT		BETWEEN	
AGE		ATTEMPT		BEYOND	
AGO		ATTENTION		BIG	
AGREE		AUGUST		BLACK	
AIR } HEIR }		AUTHORITY		BLUE	
ALL		AWAY		BOARD	
ALONG		AWE (See OUGHT)		BODY	
ALSO		AY (See I)		BOOK	
ALTOGETHER		BABY		BOTH	
AM		BACK		BOUGHT	
AMONG				BOY } BUOY }	












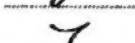
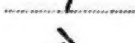
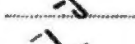


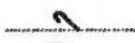





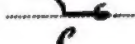






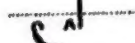
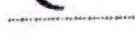






* See note regarding frequency with derivative outlines, page 8.

BRAKE (See BREAK)		CLEAN		DELIVER	
BREAD		CLEAR		DELIVERED	
BREAK } BRAKE }		COAL		DELIVERY	
BRING		COARSE (See COURSE)		DEMAND	
BROTHER		COLD		DEPEND	
BROUGHT		COLOUR		DESIRE	
BUILD } BUILDING }		COME		DETAIL	
BUILT		COMFORT		DEVELOP	
BUOY (See BOY)		COMMIT		DIE } DYE }	
BURN		COMMON		DIFFER	
BUSINESS		COMPANY		DIFFERENCE } DIFFERENT }	
BUT		COMPETITION		DIFFICULT	
BUY } BY }		COMPLETE		DIFFICULTY	
BYE }		CONDITION		DIRECT	
CALL		CONNECT		DISCOVER	
CAME		CONSIDER		DISTANCE	
CAN		CONTINUE		DISTRIBUTE	
CAPITAL		CONTROL		DIVISION	
CAR		COPY		DO	
CARE		COST		DOOR	
CARRY		COULD		DOUBT	
CASE		COUNTRY		DOWN	
CAUSE		COURSE } COARSE }		DRESS	
CELL (See SELL)		COVER		DRINK	
CERTAIN		CREDIT		DRIVE	
CHANGE		CRY		DURING	
CHARACTER		CUSTOM		DYE (See DIE)	
CHARGE		CUT		EACH	
CHEAP		DANGER		EARLY	
CHECK } CHEQUE }		DATE		EARTH	
CHIEF		DAY		EASE	
CHILD		DEAR		EAST	
CHILDREN		DECEMBER		EDUCATION	
CITY		DEEP		EFFECT	
		DEGREE		EITHER	
				ELECTRIC	
				ELECTRICITY	

EMPLOY		FIRE		HAD	
END		FIRST		HALF	
ENGINE		FISH		HAND	
ENGINEER		FLY		HAPPEN	
ENGLISH		FOLLOW		HAPPY	
ENOUGH		FOOD		HARD	
EQUAL		FOOT		HAS (See AS)	
EQUALLY }		FOR		HAVE	
EVEN		FORCE		HE	
EVENT		FORM		HEAD	
EVER		FORWARD		HEALTH	
EVERY		FREE		HEAR }	
EXAMPLE		FREQUENT		HERE }	
EXCEPT		FRIDAY		HEART	
EXCHANGE		FRIEND		HEAT	
EXCHANGED }		FROM		HEAVY	
EXIST		FRONT		HEIR (See AIR)	
EXPECT }		FULL		HELP	
EXPECTED }		FULLY		HER	
EXPERIENCE		FURTHER		HERE	
EXPERT		FUTURE		(See HEAR)	
EXPRESS		GAVE		HIGH	
EYE (See 'I)		GENERAL		HIM	
FACE		GENERALLY }		HIMSELF	
FACT		GENTLEMEN		HIS (See IS)	
FALL		GET		HISTORY	
FAMILY		GIRL		HOLD	
FAR		GIVE		HOLE	
FARM		GIVEN }		(See WHOLE)	
FATHER		GO		HOME	
FEAR		GOLD		HOPE	
FEBRUARY		GOOD		HORSE	
FEEL		GOVERN		HOUR (See OUR)	
FEW		GOVERNED }		HOUSE	
FIELD		GOVERNMENT		HOW	
FIGURE		GREAT		HOWEVER	
FINAL		GROUND		HUNDRED	
FIND		GROW		EYE }	
				AY }	

IDEA	y	LABOUR	Λ	MANY	2
IF	⌒	LAND	⌒	MARCH	2
IMMEDIATE	⌒	LANGUAGE	⌒	MARK	2
IMPORTANT	⌒	OWING }	⌒	MARKET	2
IMPORTANCE }	⌒	LARGE	⌒	MARRY	2
IMPOSSIBLE	⌒	LAST	⌒	MASS	⌒
IMPROVE	⌒	LATE	⌒	MASTER	⌒
IMPROVED	⌒	LAW	⌒	MATTER	⌒
IMPROVE- MENT }	⌒	LEAD	⌒	MAY	⌒
IN (See ANY)	⌒	LEARN	⌒	ME	⌒
INCREASE	⌒	LEAST	⌒	MEAL	⌒
INDEED	⌒	LEAVE	⌒	MEAN	⌒
INDUSTRY	⌒	LEFT	⌒	MEASURE	⌒
INFLUENCE	⌒	LESS	⌒	MEAT }	⌒
INFORM }	⌒	LET	⌒	MEET }	⌒
INFORMED }	⌒	LETTER	⌒	MEMBER (See REMEMBER)	⌒
INFORMATION	⌒	LIFE	⌒	MEMORY	⌒
INSTRUCTION	⌒	LIGHT	⌒	MERE }	⌒
INSURANCE	⌒	LIKE	⌒	MR. }	⌒
INTEREST	⌒	LIMIT	⌒	METHOD	⌒
IRON	⌒	LINE	⌒	MIGHT	⌒
IS }	⌒	LIST	⌒	MILE	⌒
HIS }	⌒	LITTLE	⌒	MILK	⌒
ISSUE	⌒	LIVE	⌒	MILLION	⌒
IT	⌒	LONG	⌒	MIND	⌒
ITSELF	⌒	LONGER	⌒	MINE	⌒
JANUARY	⌒	LOOK	⌒	MINUTE	⌒
JUDGE	⌒	LOSS	⌒	MISS	⌒
JULY	⌒	LOVE	⌒	MODERN	⌒
JUNE	⌒	LOW	⌒	MOMENT	⌒
JUST	⌒	MACHINE	⌒	MONDAY	⌒
KEEP	⌒	MADE }	⌒	MONEY	⌒
KIND	⌒	MAID }	⌒	MONTH	⌒
KING	⌒	MAKE	⌒	MORE	⌒
KNEW	⌒	MAN	⌒	REMARK }	⌒
(See NEW)	⌒	MANUFACTURE }	⌒	REMARKED }	⌒
KNOW	⌒	MANUFACTURED }	⌒	MORNING	⌒
(See NO)	⌒			MOST	⌒
KNOWLEDGE	⌒				

MOTHER 
 MOTOR 
 MOVE 
 MR. (See MERE) 
 MUCH 
 MUST 
 MY 
 MYSELF 
 NAME 
 NATION 
 NATURE 
 NEAR 
 NECESSARY 
 NEED 
 NEITHER 
 NEVER } 
 NOVEMBER } 
 NEW } 
 KNEW } 
 NEWS 
 NEXT 
 NIGHT 
 NO } 
 KNOW } 
 NOR 
 NORTH 
 NOT 
 NOTE 
 NOTHING 
 NOVEMBER
 (See NEVER)
 NOW 
 NUMBER } 
 NUMBERED } 
 OBJECT } 
 OBJECTED } 
 OBSERVATION 
 OCTOBER 
 OF 
 OFF 

OFFER 
 OFFICE 
 OFFICIAL 
 OFTEN 
 OH! } 
 OWE } 
 OIL 
 OLD 
 ON 
 ONCE 
 ONE 
 ONLY 
 OPEN 
 OPERATE 
 OPINION 
 OPPORTUNITY 
 OR 
 ORDER 
 ORGANIZE } 
 ORGANIZED } 
 ORGANIZA- } 
 TION } 
 OTHER 
 OUGHT } 
 AWE } 
 OUR } 
 HOUR } 
 OURSELVES 
 OUT 
 OVER 
 OWE (See OH!)
 OWING (See
 LANGUAGE)
 OWN 
 PAGE 
 PAINT 
 PAPER 
 PART 
 PARTICULAR 
 PARTY 

PASS 
 PAY 
 PEACE } 
 PIECE } 
 PENNY 
 PEOPLE 
 PERFECT 
 PERHAPS 
 PERSON 
 PERSONAL 
 PICTURE 
 PIECE
 (See PEACE)
 PLACE 
 PLAIN } 
 PLANE } 
 PLAN 
 PLANE
 (See PLAIN)
 PLANT 
 PLAY 
 PLEASE 
 PLEASURE 
 POINT 
 POLITICAL 
 POOR 
 POSITION 
 POSSIBLE 
 POUND 
 POWER 
 PRESENT 
 PRICE 
 PRINCIPAL } 
 PRINCIPALLY } 
 PRINCIPLE } 
 PROBABLE } 
 PROBABLY } 
 PROBABIL- } 
 ITY } 
 PRODUCT 

PROFIT		REPRESENT		SEEN	
PROPERTY		REPRESENTED		SCENE	
PROVIDE		REQUIRE		SELF	
PUBLIC		RESPECT		SELL	
PUBLISH		RESPECTED		CELL	
PUBLISHED		RESPONSIBLE		SEND	
PULL		RESPONSIBILITY		SENSE	
PURPOSE		REST		SENT	
PUT		WREST		SEPTEMBER	
QUALITY		RESULT		SERIOUS	
QUARTER		RETURN		SERVE	
QUESTION		RIGHT		SERVICE	
QUICK		WRITE		SET	
QUITE		RIVER		SEVERAL	
RADIO		ROAD		SEW (See SO)	
RAIL		ROOM		SHALL	
RATE		ROUND		SHE	
RATHER		RULE		SHILLING	
WRITER		RUN		SHIP	
REACH		SAFE		SHORT	
READ		SAID		SHOULD	
READY		SAIL		SHOW	
REAL		SALE		SIDE	
REALLY		SAME		SIGN	
REASON		SATISFACTORY		SIMPLE	
RECEIVE		SATURDAY		SINCE	
RECENT		SAVE		SIR	
RECORD		SAY		SIT	
RED		SCENE		SITUATION	
REGARD		(See SEEN)		SIX	
REGRET		SCHOOL		SIZE	
REGULAR		SCIENCE		SMALL	
RELATE		SEA		SO	
REMARK		(See SEE)		SEW	
REMARKED		SECOND		SOW	
(See MORE)		SEE		SOME	
REMEMBER		SEA		SUM	
REMEMBERED		SEEM		SOMETIMES	
MEMBER				SOON	
REPORT					

SORT	2	SYSTEM	2	TOMORROW	W
SOUND	2	TABLE	2	TOO }	
SOUTH	2	TAKE	2	TWO }	2
SOW (See SO)		TALK	2	TOUCH	2
SPEAK	2	TAX	2	TOWARD }	2
SPECIAL }	2	TEACH	2	TRADE }	2
SPECIALLY }	2	TELL	2	TOWN	2
SPEND }	2	TEST	2	TRADE	
SPENT }	2	THAN	2	(See TOWARD)	
STAND	2	THANK }	2	TRAIN	2
START	2	THANKED }	2	TRIED	2
STATE	2	THAT	2	TROUBLE	2
STATION	2	THE	2	TRUE	2
STEEL }	2	THEIR }	2	TRUST	2
STEAL }	2	THERE }	2	TRUTH	2
STEP	2	THEM	2	TRY	2
STILL	2	THEMSELVES	2	TUESDAY	2
STONE	2	THEN	2	TURN	2
STOP	2	THERE		TWO (See TOO)	
STORE	2	(See THEIR)		UNDER	2
STORY	2	THEREFORE	2	UNTIL	2
STRAIGHT	2	THESE	2	UP	2
STRANGE	2	THEY	2	UPON	2
STREET	2	THING	2	US	2
STRONG	2	THINK	2	USE	2
SUBJECT }	2	THIRD	2	USUAL }	2
SUBJECTED }	2	THIS	2	USUALLY }	2
SUCCESS	2	THOSE	2	VALUE	2
SUCH	2	THOUGH	2	VERY	2
SUGGEST	2	THOUGHT	2	VIEW	2
SUM (See SOME)		THOUSAND	2	VOICE	2
SUMMER	2	THROUGH	2	WAIST	
SUNDAY	2	THURSDAY	2	(See WASTE)	
SUPPLY	2	TILL	2	WALK	2
SUPPORT	2	TIME	2	WANT	2
SURE	2	TO	2	WAR	2
SURPRISE	2	TOGETHER	2	WARM	2
SWEET	2	TOLD	2	WAS	2
				WASTE }	2
				WAIST }	2

WATCH	1	WHILE	6	WORD	2
WATER	1	WHITE	6	WORK	3
WAY		WHO	1	WORLD	1
(See <i>WEIGH</i>)		WHOLE		WORTH	1
WE	✓	HOLE }	✓	WOULD	2
WEAK		WHOM	h	WREST	
(See <i>WEEK</i>)		WHOSE	h	(See <i>REST</i>)	
WEATHER	1	WHY	h	WRITE	
WEDNESDAY	1	WIDE	1	(See <i>RIGHT</i>)	
WEEK }		WILL	6	WRITER	
WEAK }	2	WINDOW	1	(See <i>RATHER</i>)	
WEIGH }	✓	WINTER	1	WRITING	~
WAY }	✓	WIRE	3	WRITTEN	~
WELL	6	WISE	✓	WRONG	~
WENT	✓	WISH	✓	YARD	1
WERE	3	WITH	✓	YEAR	1
WEST	8	WITHIN	6	YES	2
WHAT	2	WITHOUT	✓	YESTERDAY	1
WHATEVER	2	WOMAN	h	YET	✓
WHEN	✓	WOMEN	h	YOU	h
WHENEVER	✓	WONDERFUL	✓	YOUNG	✓
WHERE	✓	WONDER- }	✓	YOUR	✓
WHETHER	✓	FULLY }	✓		
WHICH	1				

DERIVATIVE OUTLINES

THESE DERIVATIVES, TOGETHER WITH THE ROOT WORDS,
REPRESENT APPROXIMATELY 80 PER CENT OF THE WORDS
CONTAINED IN ORDINARY ENGLISH MATTER

ably	✓	added	1	advertising	1
accounts	✓	adding	✓	afterwards	✓
accounting	2	addition	6	afternoons	✓
acts	✓	additions	6	against	✓
acting	✓	additional	✓	ages	6
action	✓	advantages	6	aged	1
actions	✓	advertises	✓	ageing	✓
adds	6	advertise- }	✓		
		ments }	✓		

agrees
agreed
agreeing
agreeable
agreeably
agreement
agreements

airplane
airplanes

airs }
heirs }
airy

almost
already
although
always

amongst
amounts
amounting

animals

announces
announced
announcing

announcement
announcements

announcer
announcers

answers
answered
answering

anybody
anyone
anything

anywhere
appears
appeared
appearing

arms
armed
arming
army
armies

arts

asks
asked
asking

attempts
attempting

authorities
authoritative

babies
babyish

backs
backed
backing
backward
backwards
background

badly

banks
banked
banking

balances
balanced

balancing

bases
based
basing
basic
basis

beautifully

became
becomes

beds

been

begins
beginning
began
begun

believes }
beliefs }
believing

bigger
biggest






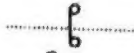


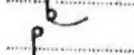






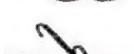






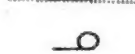





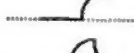


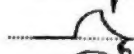

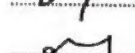
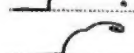



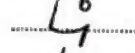

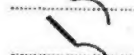
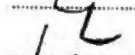
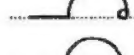

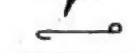



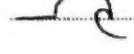





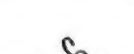


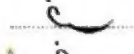
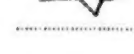






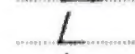













blackness

boards
boarding

bodies
bodily

books
booked
booking

































































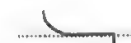


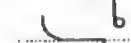

























boys }
buoys }
boyhood
boyish













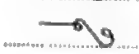








































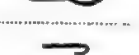







































brakes } breaks }		carefully		chiefs	
braking } breaking }		carefulness		cities	
broke		careless		citizen	
broken		carelessly		citizens	
brings		carelessness		cleans	
bringing		carries		cleaned	
brothers		carried		cleaning	
builds } buildings }		carrying		clears	
buoys (See boys)		cars		cleared	
burns		cases		clearing	
burned } burnt }		causes		clearly	
burning		causing		clearer	
businesses		cells (See sells)		coals	
buys		celled		coal-field	
buying		certainly		coal-fields	
buyer		certainty		coal-mine	
buyers		changes		coal-mines	
calls		changed		coldly	
called		changing		coldness	
calling		changeless		colours	
cannot (See Section 12, p. 37)		changeless		colouring	
capitals		characters		colourless	
capitalist		charges		colourful	
capitalists		charged		comes	
cares		charging		coming	
cared		cheaper		comforts	
caring		cheapest		comforting	
careful		cheaply		comfortable	
		cheapness		comfortably	
		checks } cheques }		commits	
		checked		committed	
		checking		committing	
				commitment	





























































































commitments
committee
committees
commons
companies
competitions
completes
completing
completion
conditions
conditional
connects
connecting
connection
connections
considers
considered
considering
consideration
considerations
considerable
considerably
continues
continued
continuing
continuance
continual
continually
continuous
controls
controlling
copies
copied

copying
costs
costing
countries
countryside
courses
covers
covered
covering
coverings
credits
crediting
cries
cried
crying
customs
customer
customers
cuts
cutting
dangers
dangerous
dates
dating
days
daily
daylight
dearer
dearest
dearly
deeper
deepest

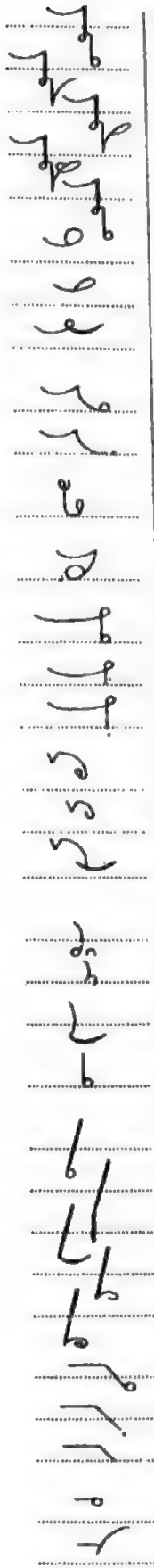
deeply
degrees
delivers }
deliveries }
delivering
demands
demanding
depends
depending
dependant }
dependent }
dependents
dependence
desires
desired
desiring
details
develops
developed
developing
development
developments
dies }
dyes }
died }
dyed }
dying }
dyeing }
differences
differs
differed
differing
difficulties
directs
directing

directly		drinking		engines	
director		drank		engineers	
directors		drunk		engineering	
direction		drives		Englishman	
directions		driving		Englishmen	
discovers		drove		equals	
discovered		driven		equalled	
discovering		dyes (See dies)		equality	
distances		dyed (See died)		evening	
distant		dyeing (See dying)		evenings	
distributes		earlier		events	
distributing		earliest		eventful	
distribution		easy		everybody	
distributions		easily		everyone	
divisions		eastern		everything	
divisional		educational		everywhere	
doing		effects		examples	
does		effected		exception	
done		effecting		exceptions	
did		effective		exceptional	
doors		electrical		exceptionally	
doubting		electrically		exchanges	
doubtful		employs		exchanging	
doubtfully		employed		exists	
downs		employing		existed	
dressess		employment		existing	
dressing		employee		existence	
dressed		employees		expects	
dressmaker		employer		expecting	
dressmakers		employers		experiences	
dressmaking		ends		experienced	
drinks		ending		experiencing	

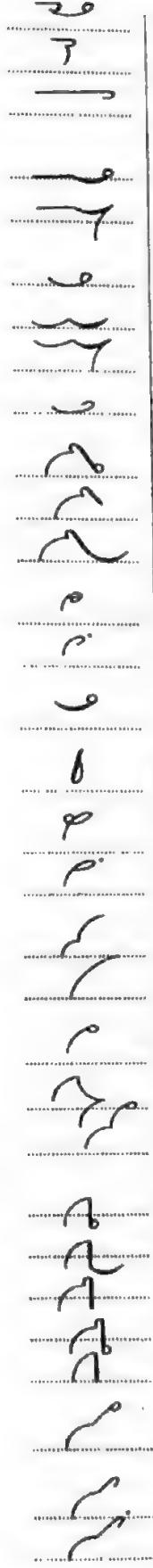
experts		fewer		forwarding	
expresses		fewest		freely	
expressed		fields		frequently	
expressing		figures		friends	
expression		figured		friendly	
expressions		figuring		fronts	
expressly		finally		fuller	
eyes		finds		fullness	
faces		finding		furtherance	
faced		found		furthermore	
facing		fires		gets	
facts		fired		getting	
falls		firing		got	
falling		fireplace		girls	
fell		fireplaces		girlish	
fallen		fireside		gives	
families		fishes		giving	
farms		fishing		goes	
farming		flies		going	
fathers		flying		gone	
fears		flew		golden	
feared		follows		goods	
fearing		followed		goodness	
fearful		following		good-nature	
fearfully		feet		good-night	
fearfulness		forces		governs	
fearless		forced		governing	
fearlessly		forcing		governments	
fearlessness		forms		greatly	
feels		formed		greatness	
feeling		forming			
feelings		forwards			

grounds		heavier		homely	
grows		heaviest		hopes	
growing		heavily		hoped	
grown		heaviness		hoping	
growth		heirs (See <i>airs</i>)		hopeful	
grew		helps		hopefully	
hands		helping		hopefulness	
handing		helped		hopeless	
happens		helpful		hopelessly	
happened		helpfully		hopelessness	
happening		helpfulness		horses	
happier		helpless		hours (See <i>ours</i>)	
happiest		helplessly		hourly	
happily		helplessness		houses	
happiness		herself		housed	
hardest		higher		housing	
hardly		highest		hundreds	
hardness		highly		hundredth	
heads		highland		ideas	
headed		highlands		immediately	
heading		highroad		improves } improvements }	
headline		highroads		improving	
headlines		highway		income	
headway		highways		incomes	
healthy		histories		inside	
healthiest		historic		into	
hears		historical		increases	
hearing		historically		increased	
heard		holds		increasing	
hearts		holding		increasingly	
heats		held			
heating		holes			
		homes			

industries
 industrial
 industrialist
 industrialists
 industrious
 influences
 influenced
 influencing
 informs
 informing
 instructions
 insurances
 interests
 interested
 interesting
 irons
 ironed
 ironing
 issues
 issued
 issuing
 its
 judges
 judged
 judging
 judgment
 judgments
 keeps
 keeping
 kept
 kinds
 kindly
















































































kindness
 kindest
 kinder
 kings
 kingly
 knows
 knowing
 knowingly
 known
 labours
 laboured
 labouring
 lands
 landing
 languages
 largest
 lasts
 lasting
 lately
 later
 laws
 lawful
 lawless
 leads
 leading
 leader
 leaders
 led
 learns
 learned
 learnt
 learning



learner
 learner
 leaves
 leaving
 lessen
 lessening
 lessened
 lets
 letting
 letters
 lifeless
 lifetime
 lives
 lights
 lighting
 lightly
 lighter
 likes
 liked
 liking
 likely
 likeness
 limits
 limiting
 limitless
 lines
 lined
 lining
 lists
 lives
 lived
 living



longs		markets		merely	
longed		marketing		methods	
longing		marketable		miles	
longhand		marries		mileage	
looks		married		milkman	
looked		marrying		milkmen	
looking		masses		millions	
losses		massed		minds	
lost		massing		mind	
loves		masters		mining	
loved		mastering		minutes	
loving		masterpiece		misses	
lovingly		masterpieces		missed	
lovely		matters		missing	
lower		material		moments	
lowest		materials		momentary	
lowly		materially		momentarily	
machines		meals		months	
maids		means		monthly	
makes		meaning		moreover	
making		meant		mornings	
maker		measures		mothers	
makers		measured		motherly	
mankind		measuring		motors	
men		meats } meets }		motoring	
manufactures		meeting		moves	
manufacturing		meetings		moved	
manufacturer		met		moving	
manufacturers		members		movement	
marks		(See remembers)			
marked		memories			
marking					

movements

names

namely

named

nameless

nations

national

nationally

natural

naturally

nearer

nearest

nearly

needs

needing

newer

newly

newspaper

newspapers

nights

nightly

no-one

nowhere

north-west

notes

noting

numbers

numbering

objects

objecting

objection

objections

observations

offers

offered

offering

offices

officer

officers

officially

officials

oils

opens

opened

opening

openings

operates

operating

operation

operations

operator

operators

opinions

opportunities

orders

ordering

orderly

organizing

organizations

others

otherwise

ours }
hours }

outline

outlines

outlook

outlooks

outset

outside

outstanding

outward

oversea

overseas

overtake

overtook

overtime

owns

owning

owner

owners

pages

paints

painting

painter

painters

papers

papered

papering

parts

parting































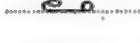






























































partly

particularly

parties

passes		plays		pricing	
passed } past }		playing		principles } principals }	
passing		played		products	
pays		player		profits	
paying		players		profited	
paid		playground		profiting	
payment		playgrounds		profitable	
payments		pleases		profitably	
peaceful		pleased		properties	
peacefully		pleasing		provides	
pieces		pleasingly		provided	
pennies		pleasures		providing	
peoples		points		pulls	
perfectly		pointing		pulling	
perfects		politically		purposes	
perfecting		poorer		purposely	
perfection		poorest		puts	
personally		poorly		putting	
personality		positions		qualities	
persons		possibly		quarters	
pictures		pounds		quartered	
places		pounding		quarterly	
placed		powers		questions	
placing		powerful		questioned	
plains } planes }		powerfully		questioning	
plans		powerless		quickly	
planned		presents		quicker	
planning		presenting		quickest	
plants		presently		quicken	
planting		prices		quickens	
		priced			

quickenings		regrets		resting } wresting }	
radios		regretted		restfulness	
railway		regretting		restlessness	
railways		regrettable		results	
rates		regrettably		resulting	
rated		regularly		returns	
rating		relates		returned	
rateable		relating		returning	
reaches		relation		rights } writes }	
reached		relations		rightly	
reaching		remarks		rivers	
reads		remarkable } remarkably }		roads	
reading		remembers } members }		roadman	
reader		remembering		roadmen	
readers		reports		rooms	
read		reporting		rounds	
readily		represents		rounding	
ready-made		representing		roundly	
reasoned		representation		rules	
reasons		representative		ruled	
reasonable		representatives		ruling	
reasonably		requires		runs	
reasoning		required		running	
receives		requiring		ran	
received		requirement		safely	
receiving		requirements		safest	
recently		respects		safety	
records		respecting		sails } sales }	
recording		respectful		sailing	
regards		respectfully		sailed	
regarding		rests } wrests }			
regardless					

sailor		selves		shown	
sailors		sends		showroom	
satisfactorily		sending		showrooms	
saves		sensed		sides	
saved		senses		siding	
saving		senseless		signs	
saying		sensing		signed	
says		seriously		signing	
scenes		seriousness		simpler	
schools		serves		simplest	
schooling		served		simply	
schooled		serving		simplicity	
school-book		services		sirs	
school-books		sets		sits	
school-days		setting		sitting	
sciences		sews } sows }		sat	
seas (See seers)		shillings		situations	
seconds		ships		sixty	
seconding		shipped		sized	
secondly		shipping		sizes	
secondary		shipment		sizing	
sees } seas }		shipment		smaller	
seeing		shipments		smallest	
saw		shipbuilding		somehow	
seems		shipyard		something	
seemed		shipyards		somewhere	
seemly		shortest		sorts	
sells } cells }		shortly		sorting	
selling		shorthand		sounds	
seller		shows		sounding	
sellers		showed		south-west	
		showing			

sows (See sews)

speaks

speaking

spends

spending

stands

standing

starts

starting

stated

stating

states

statesman

statesmen

statement

statements

stations

steeling }
stealing }

steels }
steals }

steps

stepped

stepping

stones

stony

stops

stopped

stopping

stores

stored

storing

stories

straightfor-
ward

strangest

strangely

streets

strongly

subjects

successes

successful

successfully

suggests

suggesting

suggestion

sums

summed

summing

summers

supplies

supplied

supplying

supports

supporting

surely

surprises

surprised

surprising

sweetly

sweetest

systems

tables

takes

taking

taken

took

talks

talking

talked

taxes

taxed

taxing

taxation

teaches

teaching

teacher

teachers

tells

telling

tests

testing

thanks

thanking

thankful

thankfulness

thankless

thanklessness

things

thinks

thinking

thirds

thoughts

thoughtful

thoughtfully

thoughtful-
ness

thoughtless-
ness

thousands

thousandth

throughout

times

today

touches

touched

touching

towards
(See *trades*)

towns

trading

trades }
towards }

tradesman

tradesmen

trains

training

trained

troubles

troubled

troubling

troublesome

truly

trusts

trusting

tries

trying

turns

turned

turning

underground

understand

understands

understand-
ing

undertake

undertaken

undertakes

undertaking

undertakings

undertook

upward

upwards

upper

uses

used

using

useful

usefully

usefulness

useless

uselessly

uselessness

values

valued

valuing

valuable

valueless

views

viewed

viewing

voices

voiced

voicing

waists
(See *wastes*)

wait
(See *weight*)

waits
(See *weights*)

waiting

walks

walking

walked

walker

walkers

wants

wanting

wars

warlike

warmest

warmly

warmth

wastes }
waists }

wasting

watches

watched

watching

watchful

watchfulness

waters

watered

watering

watery

ways
(See weighs)

wayside

weakly
(See weekly)

weakness

week-end

week-ends

weeks

weekly }
weakly }

weighed

weighing

weighs }
ways }

weight }
wait }

weights }
waits }

well-being

well-known

wells

whereas

wherein

whereupon

whilst

whiteness

wholesale

wholly

widest

wider

widely

widen

widened

widens

widening

willing

willingly

willingness

windows

winters

wintering

wires

wiring

wired

wireless

wisely

wishes

wished

wishing

words

works

worked

working

worker

workers

workman

workmen

worlds

worthless

worthlessness

wrests
(See rests)

wresting
(See resting)

writers

wrongs

wronged

wronging

wrongly

wrong-doing

wrote

yards

years

yearly

yourself

yourselves

PHRASES




The phrases used in the shorthand pages of this book have been formed in accordance with the following rules—








A. Phrases may be formed by the joining together of two or more of the outlines appearing in the list of the 700 most frequently used shorthand outlines, or derivatives of these outlines, as: *it is*, *it is not*, *if you*, *if you can*, *to our*, *to turn*, etc.











B. Special phrases are used to represent very common word groups, and sixteen points for the formation of such phrases are listed below—

1. *THE*: represented by a small tick, written either upwards or downwards at a sharp angle:
in the, *with the*, *for the*, *and the*, *on the*, *pay the*, *take the*, etc.
2. *I*: represented by writing the first part of the sign only: *I can*, *I am*, *I believe*, *I want*, *I went*, *I agree*.
3. *HE*: represented *medially* or *finally* by a short downstroke: *that he may*, *for he*, *if he*, *when he*.
4. *MUCH*: represented by strokes *m* and *ch*: *how much*, *too much*, *so much*, *very much*.
5. *WILL*: represented by upward *l*: *I will*, *you will*, *they will*, *it will*, *he will*.
6. *US*: represented by circle *s*: *to us*, *for us*, *to give us*.

7. *S-W, S-S:* represented by large circle: as well as, as we have, etc.; this is, as is, is as, as soon as.
8. *WERE:* represented by strokes *w* and *ray*: we were, they were; *ar*: you were.
9. *ARE:* represented by initial hook *r*: they are.
10. *BEEN, THAN, OWN:* represented by final hook *n*: have been, had been, better than, more than, rather than, our own, their own.
11. *HAVE, OF:* represented by final hook *f/v*: which have, who have, out of, number of, rate of.
12. *NOT, TO:* represented by halving and by hook *n*: I am not, I will not, I cannot, I do not, I did not, had not, we will not, we cannot, we do not, we did not, you will not, you cannot, were not; may not be; able to.
13. *MUST:* represented by stroke *m* and circle *s*: must be, must not be.
14. *CON:* represented by writing the outline close to the preceding outline: in connection, in control, in consideration, we consider, we continue, this company, this committee, I will comfort, it is common, in condition, etc.

15. *THEIR, THERE*, represented by doubling the stroke preceding
OTHER: these words:  in *their*,  *I*
am sure there is,  *some other*.

16. *HUNDRED*, represented by strokes *n*, *th*, and *m* respectively:
THOUSAND,  *one hundred*,  *two hundred*;  *one*
MILLION: *thousand*,  *two thousand*,  *two hundred*
thousand;  *one million*,  *two million*.

C. Phrases shown under *B* may be joined, where convenient, to
other outlines:  *I agree*,  *I agree that the*;  *it will*,  *it*
will be;  *have been*,  *we have been*;  *I do not*,  *I do*
not think;  *must be*,  *it must be*.

These rules cover most phrases ordinarily required by the short-
hand writer in general work. Further phrases are taught in the
textbooks and in *The New Phonographic Phrase Book*. In addition,
lists of phrases for use in the reporting of specialized matter are
available should students require them at a later stage of their study.